



NATIONAL CAMPORAMA 2022

Church Registration Process

Revised 5/4/22

The following information describes the process for churches to follow when registering their group to attend National Camporama. Additional details about Camporama can be found online at NationalCamporama.com.

OUTPOST REGISTRATION PROCESS

Follow this process to register your leaders and boys for National Camporama.

1. **Select an “authorized group leader.”** Work with your church leadership to identify the individual who will represent your church at this event. This “authorized group leader” must be approved for this role by your church Board of Directors.
2. **Download the registration forms.** Go online to NationalCamporama.com. On the main menu, select “details” and then “downloads” to reach the downloads page. Download the following forms:
 - a. Adult Assumption of Risk Form
 - b. Parental Consent for Minors
 - c. Information Worksheet
3. **Distribute & collect Assumption of Risk, Parental Consent, and Information Worksheet forms for your outpost.**
 - a. Provide copies of the *Assumption of Risk* form and *Information Worksheet* to all adults (ages 18 & older) attending this event. Collect these forms, with all required signatures, once complete.
 - b. Provide copies of the *Parental Consent* form and *Information Worksheet* to all parents of boys (under 18 yrs of age) attending this event. Collect these forms, with all required signatures, once complete.
 - c. Send copies of all adult *Assumption of Risk* forms and minor *Parental Consent* forms by mail, fax, or email to the following address. These forms must be received for each camper before your group may enter the camp:

National Royal Rangers Ministries
1445 N Boonville Avenue
Springfield, MO 65802
Fax: 417-831-8230
Email: Rangers@ag.org
 - d. Place all adult *Assumption of Risk* forms and *Parental Consent* forms in a binder or folder and keep in a secure location. Bring these forms with you while traveling to and from this event and keep them secure but available for reference as needed during the event.

4. **Register your boys & leaders to attend Camporama** using the information you collected via the *Information Worksheets*. Go online to **NationalCamporama.com/register** to register each individual (boys & adults) attending this event from your church. Full registration fees must be paid by credit card at the time of registration. You will receive a confirmation email for your group with a QR code. Bring a printed copy of this email to Camporama to expedite the check-in process. Please note that if anyone from your church registers for Camporama separate from the group, they will receive a separate QR code, which will be needed for check-in as well.

5. **Submit information online for the *Event Participation Affidavit* for churches.** An *Event Participation Affidavit* must be submitted for each church represented at this event. Go to the registration page of the NationalCamporama.com website (NationalCamporama.com/register), click on the “start affidavit” button, and enter the requested information. This form will require:
 - a. Name and email of an “authorized signer,” a legal representative of the church, which is usually the pastor.
 - b. Name, date of birth, email, and phone number of the “authorized group leader”—the individual selected to represent the church at this event and receive all communications concerning the group’s participation in the event (see #1 above).
 - c. Name and email of a second person at the church who will maintain the records and completed forms.
 - d. You will need to select your district and enter your outpost number.
 - e. The authorized group leader may be the pastor.

An electronic affidavit will be created with the information you have entered and distributed to the legal representative you have identified for digital signatures via the DocuSign electronic signature system. Your group registration is not complete until your legal representatives have digitally signed the affidavit. A completed affidavit is required in order for your group to participate in Camporama.

6. **Review & confirm your registration list.** Once registration has closed, a few weeks before the event, a list of all registered attendees from your church will be sent by email to the authorized group leader to confirm that all information is correct. Any corrections or changes must be made before your group will be admitted to the event. If all information on the list is correct, no response is needed. You will confirm the list onsite as well.

ON-SITE CHECK-IN PROCESS

As outposts arrive at the camp, they will be directed to the Eagles Lodge to complete the check-in process. Only one representative from each outpost will be needed at check-in (preferably, the authorized church leader).

1. **Vehicle Registration:** At the front gate, the security team will give the vehicle driver a vehicle registration card to be completed and turned in to registration. A numbered parking tag will be issued for each vehicle to be displayed in the vehicle’s front window.

2. **Outpost Roster Verification:** At registration, the authorized group leader will be provided with a printed list of all attendees from their church to verify its accuracy (same list as was sent to them previously). If there are any discrepancies or changes needed, they will be directed to the Convention Services table before proceeding.

3. **Church Affidavit Verification:** The group QR code that was sent to the group leader by email at the time of registration will be scanned using the Brushfire mobile app to verify that the church affidavit has been received. If the affidavit is missing, the group will be directed to Convention Services table to resolve the issue.
4. **Individual Paperwork Verification:** Once the affidavit has been verified, the group QR code will be scanned again to check everyone in. If any adult *Assumption of Risk* forms or minor *Parental Consent* forms have not been received for anyone in the group, the system will not allow those individuals to be checked in but will allow the rest of the group to check in. For example, if the group consists of 10 people and 2 have not turned in forms, the app will say “8 of 10 people checked in.” The leader must then be directed to the Convention Services table where the missing paperwork must be provided and scanned before those individuals can be checked in.
5. **Provide Camper ID Tags & Notebooks:** Camper ID tags and Camper Notebooks will then be provided for each person on the church’s list.
6. **Security Checkpoint Screening:** Before entering the main campgrounds area, all groups must pass through a security checkpoint where the security team will verify that each individual is wearing a camper ID tag or visitor ID tag and that a vehicle parking tag is clearly displayed in the window.

National Office Responsibilities in the Camporama Registration Process

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WEBSITE

The national office will provide an event website where registration information can be found. This site will include:

1. A written process explaining the steps outpost leaders must take to complete their group registration and submit the required church affidavit.
2. All necessary forms:
 - a. Adult Assumption of Risk Form
 - b. Parental Consent for Minors
 - c. Information Worksheet (for collecting individual info needed for registration)
3. Link to the online registration system
4. Link to the online form for collecting affidavit information

AFFIDAVIT COLLECTION

While the camper registration process will be managed by the Convention Services Group (CSG) via the Brushfire online registration system, the process for collecting and managing church affidavits will be the responsibility of the Royal Rangers office.

1. Periodically the RR office will receive from Convention Services a list of all current registrations for Camporama in spreadsheet format, sorted by church name. (The RR office may have the ability to print these reports themselves at any time.)
2. The RR office will maintain a list of all registered outposts to track the affidavits as they are received, periodically contacting churches from which affidavits remain outstanding. All affidavits must be on file before an outpost will be admitted to the event. Affidavits will be kept on file permanently by Corporate Insurance for future reference if needed.
3. After registration closes (about 2 weeks before the event) the National RR Office will produce attendee rosters for each church attending and send them to the authorized church leader to provide them the opportunity to verify that all leaders listed are in fact approved by the church to attend, as stated in the affidavit. It will then be the responsibility of the church to inform the national office of any corrections needed. If no response is received, it will be assumed that the roster is correct.

INDIVIDUAL FORMS COLLECTION

The process for collecting and recording all individual adult Assumption of Risk and child Parental Consent forms will be handled by the Royal Rangers office. Forms may be mailed, faxed, or emailed to Royal Rangers where they will be recorded and filed, and kept on hand at the primary First Aid station during Camporama. Receipt of each form will be noted in the registration system and/or added to a forms list with follow-up contacts being made prior to the event with any churches where forms are missing.